



**SPECIAL EVENT APPLICATION
CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION**

Special Event No.:

SE - _____
(For city use only)

Application Deadlines

***Applications submitted after the following deadlines will not be accepted for processing:**

- ☐ **Minor Event** (less than 999 people and No Street Encroachment/Closure): *45-Days Prior to Event
- ☐ **Major Event** (1,000 or more people or Street Encroachment/Closure Needed): *45-Days Prior to Event
- ☐ **Seasonal Event:** i.e.; Christmas tree lots & pumpkin patches, *14-Days Prior to Event
- ☐ **Other** _____: *45-Days Prior to Event

Event Start Date & Hours
(including setup):

Ending Date & Hours:

Name of Event: _____

Location/Address of Event: _____

Business/Organization Sponsoring Event: _____

Address: _____ City: _____ Zip: _____

Applicant: _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ Email Address: _____

This application is for a: ☐ legal non-profit organization (*proof of status required*) ☐ for-profit organization

Purpose and Description of Event: _____

Filing, site plan and vicinity map requirements are provided on the back page of this application form

As the sponsor's designated contact person/agent, I have reviewed this completed application and declare under penalty of perjury under the laws of the State of California, that all statements are accurate, complete and true.

Print Name

Signature

Date

Date Received: _____ Received by: _____ Fees: _____

POLICE: Approved _____ Denied _____ Date: _____

FILING REQUIREMENTS

- ☐ **Detailed site and vicinity map.** Provide a site plan showing required items. For list of required items, see number 1 under Site Plan & Vicinity Map requirements.
- ☐ **Temporary membrane structures, tents, stages and canopies. Shall be permitted by the Building and Safety Division and shall be inspected by a Building Inspector prior to the event (Show location on site plan map).**
- ☐ **A Certificate of Insurance** is required for all events on private property or on public property; the minimum insurance coverage shall be as called for below:
 - **Major Events: \$5 Million**
 - **Minor Events: \$2 Million**
 - **Seasonal Events: \$1 Million**

After review of the application, the City reserves the right to amend the insurance requirements depending on the potential risk associated with the event to the satisfaction of the Development Services Director. Insurance certificates shall show the City of Upland as a "Certificate Holder" and "additional insured." Applicants should utilize their own insurance company for events on private property. For events on City property, in cases where the applicant does not have insurance of their own, insurance may be obtained from Total Event Insurance.

- ☐ **Letter of Authorization from Property Owner** if applicant is not the property owner.
- ☐ **Permit fees** due at time of application submittal (See fee rates below).
- ☐ **Digital copies of all above items on a flash drive.**
- ☐ **The applicant is responsible to submit for and receive approval of a special event permit from the San Bernardino County Fire Department. The City of Upland will not issue a Special Event Permit until the event has been approved by San Bernardino County Fire. For questions please contact San Bernardino County Fire at (909) 386-8470.**

SITE PLAN & VICINITY MAP REQUIREMENTS

1. Provide an 8.5" X 11" **SITE PLAN** and **VICINITY MAP** showing the following items:
 - a. Address and or location of event.
 - b. Event dates and times.
 - c. Anticipated number of people attending each day of the event.
 - d. Event location in relation to City streets and driveways.
 - e. All exits and exit pathways.
 - f. Type of barricades used and their locations.
 - g. Public assembly areas for 50 or more people.
 - h. Seating arrangements.
 - i. Fire extinguisher locations.
 - j. Location of all cooking operations.
 - k. Spare propane bottle storage area, including number and size of tanks.
 - l. Location of temporary membrane structures, tents and canopies.
 - m. Electrical outlets, portable power cords and portable generator locations.
 - n. Animals (list all animals).
 - o. Entertainment type; music stages, fireworks, carnivals, fairs, etc., and show locations.
 - p. State if overnight camping is associated with the event and show location.

FEES

1. **FILING FEE:** **Regular:** \$200.00 **Non-Profit:** \$100.00 (Proof of non-profit status required)
2. If a City of Upland Police Officer is required to be present, the following fees are required:
 Police Officer: \$95.00/hr
 Reserve Police Officer: \$35.14/hr (number of required officers to be determined by the Police Chief)
3. If a street encroachment and/or closure is required: Contact Public Works at (909) 931-4137.
 Encroachment Permit: \$267.00
 Full Closure: \$450.00
 Partial Closure: \$450.00 (street closures during peak times shall be avoided per the City's Street Closure Policy).
4. Provide a **LIST OF ALL VENDORS** (name, business address, and business telephone) associated with the special event. (All vendors require a City business license.)
 Vendor Fee:
 Up to 2 consecutive days: \$10.00/each vendor, each day
 3 days and over: \$25.00/each vendor

Applications for a City of Upland Business License may be made on line; by going to the following link:

<https://upland.hdlgov.com>

For further information or assistance with a Business License Application, contact HDL Companies at (888) 602-0239.

*Per the amendment to the Master Fee Schedule in Resolution No. 6423 adopted by the City Council and effective on January 1, 2018, The applicant is responsible for all costs incurred by the City including Supplies, equipment and the fully burdened rate of staff involved. A deposit may be required, as determined by the Development Services Director, for complex projects, negotiations or use of third party vendors. These deposit fees are determined by third party vendor contracts, invoicing by contract employees and projects that are major or complex in nature, that exceed the billable staff rate to complete. The amount will be varied based on the scope of the project. Only true cost is billed to the applicant and any overage in deposit is refunded after completion of the project.